# Questions and Answers from the 8-10 March 2005 DTA Newcomers Seminar

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**Q:** How does debt occur in DTS?

**A:** Debt can occur from three situations:

1. Advance on a cancelled trip
2. Advance and/or SPP(s) paid on a trip that was curtailed or for some other reason the voucher is less than the previous disbursements
3. Post-payment review identifying an overpayment to a traveler

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**Q:** Does the indebted amount come out of the member's next TDY?

**A:** No. Debts are related to individual trips and it is an extremely complex problem and solution to be able to track them across multiple trips.

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**Q:** On long term TDY, does DTS interface with CTHR to account for advance/accrual info?

**A:** The gist of the question appears to be do we account for the advance when we are paying the Scheduled Partial Payments? The short answer is no; policy in the FMR dictates that you do not account for the advance until the final settlement voucher. We are working on a change to that policy. Once that is accomplished, a change proposal will be issued.

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**Q:** Does the Traffic Management Flight Passenger Section have to have two separate CBAs for DTS? Is not this required for proper reconciliation?

**A:** Yes, until the DTS CBA reconciliation module is (the only one) used, it is recommended/highly encouraged to have separate CBAs for DTS and non-DTS transactions – and you are correct in that the reason relates to the differences in the reconciliation process and, specifically, the differences in the DTS line of accounting and 'traditional' lines of accounting. In fact, 'mixing' of the two is causing current problems with reconciliation and payment of the CBA accounts at some pilot sites.

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**Q:** When is Madison being released?

**A:** Pending Army Test and Evaluation Command approval, the Madison release is scheduled for April.

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**Q:** Can I get a list of changes in Madison? Particularly, what flags are being eliminated (like hotel taxes)?

**A:** The most significant changes in Madison will be:

1. New Local Voucher
2. Debt Management 1.0 (DM)
3. Constructed Travel/Personal Leave with Official Travel 2.0(CT/PLOT 2)
4. Positive Acknowledgement (POS/ACK)
5. Multiple Accountable Station Numbers (MASN)

A complete list of the changes can be found in *What's New in Release A*, available for download via the DTS web site.

The only flag that is being eliminated with Madison Release A is the default payment method.

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**Q:** What information needs to be on an individual's CAC card?

**A:** That is controlled by the DoD CAC office and the services through a senior level control board. The thing you need to keep in mind is that DTS is a user of DoD's PKI system. The only thing we use that is on the card is the cardholder's PKI identity certificate.

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**Q:** My command visited Beaufort, SC and Albany, GA. Both of these commands have set up a DTS office. Does this seem to be the best avenue and does it need to be controlled or managed by the Comptroller shop or Budget Office?

**A:** This is most certainly a way to handle this function. However, a review of your local business rules and a determination of the best practice would be needed. What works at one office may be modified for a good reason at another; both could be correct. All of this is discussion for the Business Practice Reengineering session.

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**Q:** How will TMO/TO QAE perform checks prior to ticketing?

**A:** For traditional transactions QC will be done using today's business practices. For DTS transactions, ticketing is done after AO approval. If a site or location would like to put their TMO/TO in the routing chain for QC purposes, that would be an internal decision.

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**Q:** Looks like pre-deployment training is good, but what about DTA turnover after deployment? Is training from NGMS available?

Question also phrased as "DTS was rolled out in my office before I was asked to help support it. How do I get DTA training now?"

**A:** Yes, additional training from NGMS can be purchased through the Optional Services catalog, which is available for download via the DTS web page. However, each class is for 20 students. Therefore, the more cost-effective method for training 1-2 DTAs may be the Web-Based Training and Demo/Tutorial formats available on the DTS web site. On-going training after deployment is (and will continue to be) the responsibility of the using organizations.

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**Q:** We have no CTO. Can we continue using SATO?

**A:** Yes. You should continue to use SATO until we bring your site under our DoD contracts.

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**Q:** "Self Help" is only available to authorized users. Is there a Help section or FAQ section available to all users?

**A:** Yes. Under the Help section, there are two sections (FAQ and Notifications) that all users may access for information.

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**Q:** What happens if someone is deleted from the database if they retire or leave service and then return to government service?

**A:** If they have travel documents already in the system, all you have to do is receive them and change their profile information (example, to reflect the fact that they are civilian instead of military). If they did not, you merely have to re-create the traveler with the new information.

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**Q:** Is there any guidance on LOAs for "arrangements only" trip types?

**A:** Because the financial piece (obligations and payment) for 'Arrangements Only' travel must be done outside of DTS, the line of accounting must be entered as it appears using the traditional format so that when the authorization/order is entered into the accounting and/or disbursing systems, the person doing so can recognize the line of accounting.

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**Q:** What kind of training or non-disclosure/abuse agreement is required of DTAs and anyone else who has access to other people's sensitive information (home address, SSN, EFT data, etc.)?

**A:** **DTAs:** Since DTA assignments are controlled by the local organization, they are responsible for selecting competent individuals and providing Information Assurance Security Awareness Training.

**DTS Developers:** The DTS developer, NGMS, performs a variety of functions in support of DTS that require access to a user's personal information. NGMS supports DTS database administration functions, fielding and deployment operations at new DTS sites, and Help Desk support to DoD travelers and travel administrators. These roles may require access to a traveler's personal information to help with setup of user accounts and/or troubleshooting of a problem relating to user setup or a specific travel document. Note that while certain NGMS staff may have access to sensitive DTS information, access to this sensitive information is granted strictly on a need-to-know basis, based on an individual's assigned job responsibilities.

NMGS is required to protect the privacy of all sensitive information contained in the system in accordance with DoD policy and the Privacy Act of 1974. NGMS personnel handling sensitive information are required to undergo appropriate background checks to assess their suitability to perform in public trust positions. Additionally, all staff undergo initial security awareness training and annual refresher training, and the procedures for properly protecting the privacy of users' personal information are stressed in this training. NGMS has established policies and procedures for the protection of sensitive DTS information, and these policies and procedures have been reviewed and accepted by DoD as part of the DTS certification and accreditation process.

**PMO Contractors:** If certain PMO contractors need to access the DTS system, they must be trained for and be certified as a Certifying Official Legislation (COL) and appointed in writing by the DTS Program Manager as a “Travel Program Support Contractor/Accountable Official,” per Chapter 33, Volume 5, DoD Financial Management Regulation.

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**Q:** Can there be a soft edit on Electronic Funds Transfer (EFT) data to make sure that people do not accidentally forget to enter it? The few people who do not want/have to give EFT data do not have to, but those who overlook it would be reminded.

**A:** The Madison Release will not include an EFT Edit feature. However, this suggestion is under review by the PMO Requirements Branch.

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**Q:** When will the DTA training be done? Where will the DTA training be held? In the Washington, D.C. metro area?

**A:** The DTA training classes for Phase II sites are scheduled to occur 3-5 weeks after the site’s Command Visit and Initial Site Planning meeting. The DTA training classes are conducted on site in a training room that accommodates 20 students and 2 instructors.

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